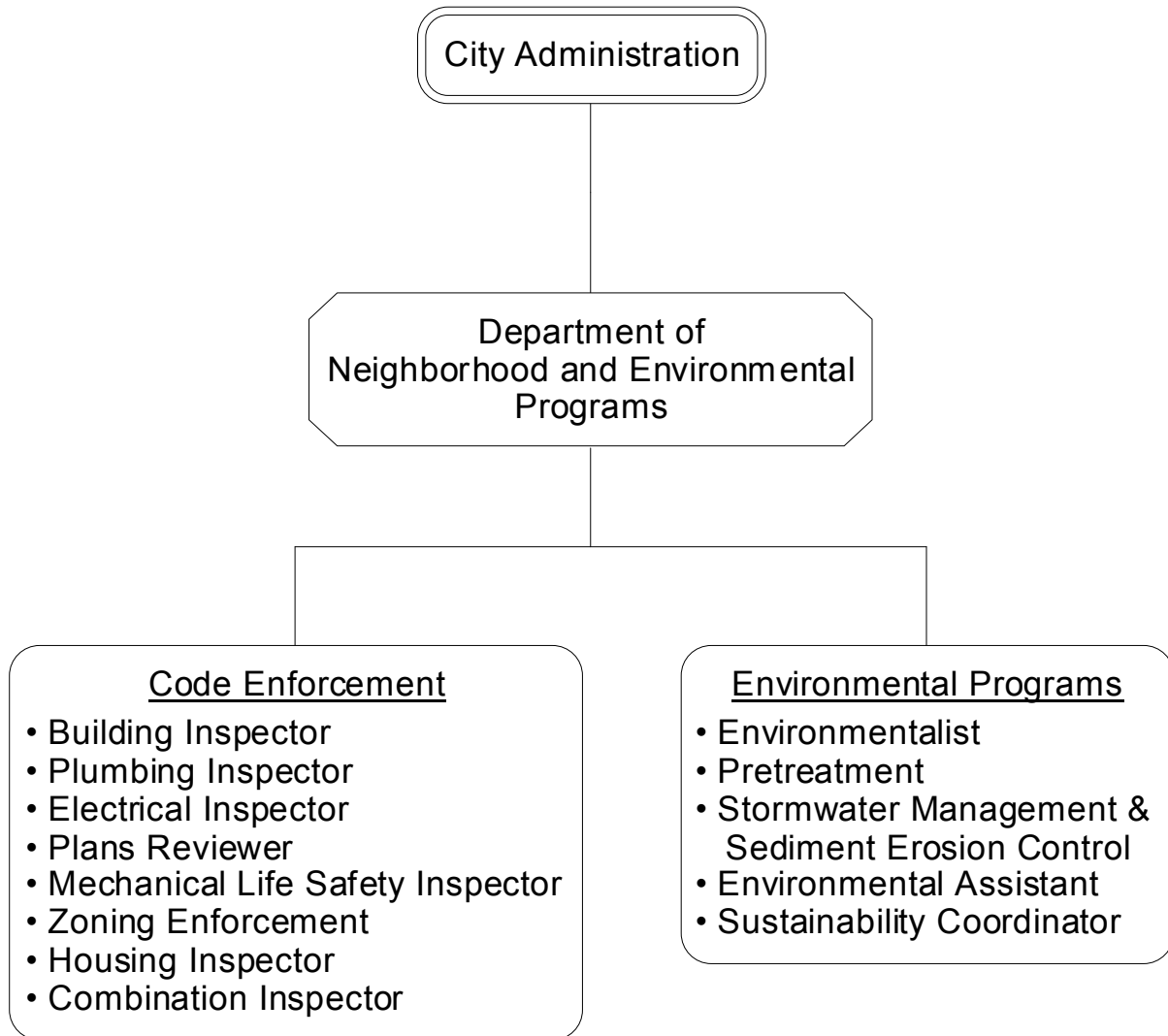


CITY OF ANNAPOLIS
Department of Neighborhood and Environmental Programs



Department of Neighborhood and Environmental Programs

Fund Support:

General Fund

Description:

The Department of Neighborhood and Environmental Programs, the quality of life department, is made up of two divisions, Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting and inspections relating to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, urban forest, "Clean Air Initiatives", sustainability Port Wardens, stormwater management, sediment and erosion control, grading permits and industrial pretreatment.

Mission:

Maintain and improve the neighborhoods and environment of the City through innovative, consistent and effective environmental programs and code enforcement.

Services:

- Permits and inspections of all construction of a cost of \$500 or higher to promote safety and code compliance.
- License and inspect all rental housing to ensure safe and sanitary living conditions.
- License all contractors and related construction trades doing business in the City.
- Inspect and enforce zoning regulations as set forth in the City Code.
- Permits, inspects and educates the waste water pretreatment of certain commercial establishments.
- Regulates the stormwater management and sediment and erosion control programs.

- Educates citizens about the NPDESII, sediment and erosion control and stormwater management programs.
- Maintains and enhances the City's urban forest.
- Promotes the City's energy task force, sustainability and "Clean Air Initiatives".
- Regulates private solid waste collection.

Goals &

Objectives:

- Enhance staff and office space integration.
 - Update pay classifications and job descriptions.
 - Update code, fees, and literature.
 - 24/7 permit office.
- Provide innovative, consistent and effective code enforcement.
 - 24/7 permitting and inspections.
 - Continual staff training.
 - Improve code enforcement.
- Provide innovative, consistent and effective Environmental Programs.
 - Sustainability.
 - Tree Program/Environmental.
 - Improve residential and commercial recycling/Environmental Program Coordinator.
- Provide prompt, open, professional, courteous, forward-thinking customer service.
 - Technical improvements.
 - Customer service training.
 - Update housing brochures.
- Implementation of green building code and environmentally preferred purchasing program.
 - Adopt green building standards.
 - Implement environmental purchasing program.
 - Bi-monthly environmental public access program.

Department of Neighborhood and Environmental Programs

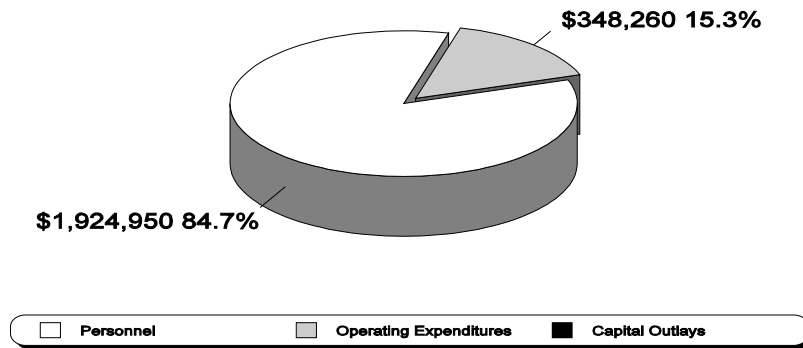
- continued -

Performance Indicators:

| | <i><u>FY 2007</u></i> <i><u>Actual</u></i> | <i><u>FY 2008</u></i> <i><u>Adopted</u></i> | <i><u>FY 2009</u></i> <i><u>Goal</u></i> |
|--|---|--|---|
| Adopt revised pay classifications and job descriptions | 50% | 100% | 100% |
| Adopt revisions concerning code, fees, and literature | 90% | 90% | 100% |
| Install and begin operation of 24/7 permit office and IVR software ... | 50% | 50% | 100% |
| Continue 24/7 permitting and inspections process | 25% | 25% | 100% |
| Continue training to ensure staff is 100% ICC certified | 95% | 95% | 100% |
| Develop sustainability benchmarks | N/A | 10% | 100% |
| Complete West Street Street-Scape | N/A | N/A | 50% |
| Install and operate new CRW permitting software | N/A | 25% | 100% |
| Adopt Green Building code and workshop | N/A | N/A | 100% |
| Establish reusable bag program and hold workshop | N/A | N/A | 100% |

| <i>Budget Summary</i> | <i>FY 2007</i> <i>Actual</i> | <i>FY 2008</i> <i>Adopted</i> | <i>FY 2009</i> <i>Adopted</i> | <i>Percent</i> <i>Change</i> |
|------------------------------|---|--|--|---|
| Personnel | \$1,729,170 | \$1,906,670 | \$1,924,950 | 0.96% |
| Other Operating Expenditures | 396,530 | 379,260 | 348,260 | -8.17% |
| Total Expenditures | \$2,125,700 | \$2,285,930 | \$2,273,210 | -0.56% |

Department of Neighborhood & Environmental Programs
Budget By Expenditure Type



Because the Department of Neighborhood and Environmental Programs consists of only one major division, a comparison of divisional budgets is not applicable.

Department of Neighborhood and Environmental Programs Staffing Summary

| | <i>FY 2007 Actual</i> | <i>FY 2008 Adopted</i> | <i>FY 2009 Adopted</i> |
|-------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| | <i>Permanent</i> | <i>Permanent</i> | <i>Permanent</i> |
| Personnel | 21 | 22 | 21 |
| Department Total | 21 | 22 | 21 |

Staffing Summary By Position - FY 2009 Permanent Positions

| | <u>Total FTE</u> | | <u>Total FTE</u> |
|---|----------------------|--|----------------------|
| <i>Neighborhood and Environmental Programs:</i> | | <i>continued</i> | |
| Director | 1 | Electrical Inspector | 1 |
| Assistant Director | 1 | Housing Inspector | 3 |
| Administrative Office Associate | 1 | Permits Associate | 1 |
| Chief Code Enforcement | 1 | Life Safety/Mechanical Inspector | 1 |
| Chief Environmental Programs | 1 | Architectural Plans Reviewer | 1 |
| Senior Housing Inspector | 1 | Pre-Treatment Inspector | 1 |
| Building Inspector | 2 | Environmental | 1 |
| Plumbing/Utility Inspector | 1 | Zoning Enforcement Officer | 1 |
| Combination Inspector | 1 | Permits Administrator | 1 |

Contractual and Temporary Positions

The Department of Neighborhood and Environmental Programs has various temporary and/or contractual positions. These positions consist primarily of General Clerical positions, Temporary Inspectors and a Contractual Engineer.